

FMWR PUBLIC NOTICE OF MITIGATION MEASURES

1. HYGIENE GUIDANCE

The below measures are known to assist in the containment of COVID spread. For a cleaning schedule, reference Appendix A.

- a. **Employees should not come to work when sick.**
- b. **Handshaking should be avoided.**
- c. **Hands should be washed frequently and for at least 20 seconds using soap and hot water, especially after sneezing or coughing, returning from outside the place of work or break area.**
- d. **Avoid touching the eyes, nose, mouth or open wounds.**
- e. **Sneeze or cough into your elbow to cover your mouth, rather than using your hands.**
- f. **POS and ordering stations will be disinfected between each customer, cleaning devices and surfaces that regularly come in contact with our visitors. This includes items like pens, credit card machines, counters, etc.**
- g. **Door handles, light switches, and other commonly contacted surfaces and equipment will be disinfected throughout the day.**
- h. **If toilets are used, surfaces which commonly come in contact are to be disinfected. This includes door handles, latches, wash basins, faucets, urinals, toilets, light switches, etc.**



2. VENTILATION

Fresh air circulation is especially important in conference rooms or other high-occupancy gathering areas. While ensuring 6 feet of social distancing is the first step to mitigating infected particle spread, proper ventilation plays a critical role in reducing the possibility of long-range (i.e., beyond 6 feet) airborne transmission of COVID-19.

- a. **Windows will be opened at a slant in all areas as a minimum for ventilation.**
- b. **The entrance door is to be propped open to minimize repeated contact with the handle.**
- c. **It is not permitted to overcome cooler temperatures with heaters, as this violates Army environmental guidance and our role as energy-usage-stewards.**

3. CLEANING AND DISINFECTING

The below COVID mitigation measures specify procedures for cleaning and disinfecting shared office spaces and common areas.

- a. **Floors will be mopped with a bleach mixture at the close of business.**
To make a bleach solution, mix either:
 - i. 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
 - ii. OR 4 teaspoons bleach per quart of room temperature water.
- b. **Employees are responsible for cleaning and disinfecting their own workspaces and government-furnished equipment (GFE). The CDC recommends using disposable gloves and performing daily cleaning and disinfecting for frequently touched surfaces such as light switches, keyboards, printers, door handles, computer mice, phones, and desks.**
 - i. Each personal workspace area will be cleaned daily at the end-of-shift.
 - ii. Office computers will be disinfected when leaving the workspace.
 - iii. Customer contact areas will be cleaned between customers.
- c. **Cleaning first with soap and water on surfaces that won't show accelerated wear-and-tear is suggested, and then disinfect. The CDC recommends using:**
 - i. An alcohol solution with at least 70% alcohol.
 - ii. Diluted bleach, or an EPA-registered household disinfectant may be used on the floors and ceramic surfaces. (Bleach is NOT to be used in the vicinity of retail product, fixtures or property.)
 - iii. For other acceptable products, visit <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- d. **To disinfect the work area if someone becomes sick, cordon off the workspace if possible and wait at least 24 hours before accessing. Open windows and doors for air circulation. Using disposable gloves, clean and disinfect the areas used by the sick person (offices, bathroom, common area, telephones, printers, etc.)**
- e. **Room Maximum Capacity and Signage**
 - i. The CDC's social distancing rule of 2m/6ft will be observed wherever possible.
 - ii. Maximum capacity signage has been placed in areas typically gather. Rooms over capacity, or where 6ft cannot be regularly maintained, masks will be required.



- iii. Maximum capacity is dictated by the ability to socially distance between all individuals, that is, keep 6-feet of distance between all individuals and the expected movement of the individuals. According to the Fire Administration, a typical business' occupant load factor is 100 to 150 square feet per person. Using the CDC's 6-foot rule, a conservative approach for space required is to calculate the area of a circle with a radius of 6 feet, which equals approximately 113 square feet per person.

f. Mask Wearing and Removal

- i. All employees and visitors must wear masks when entering a building and in common areas such as hallways, sales floors, and bathrooms if commonly accessible.
- ii. Masks are not required in private/shared offices and classrooms as long as social distancing can be assured. In classroom settings, if social distancing can be achieved, employees and visitors should keep their masks on until they are seated in their designated spaces. If social distancing is not possible, employees and visitors must continue to wear masks.
- iii. When worn, masks must cover a person's nose, mouth and chin. To remove a mask, unhook or untie the ear loops. Do not touch the exterior of the mask. Discard the mask (if blue single-use) or fold outside corners together and store in a safe place (e.g. clean plastic Ziploc bag).
- iv. Wash hands (preferred) or use hand sanitizer after disposing or storing a mask.

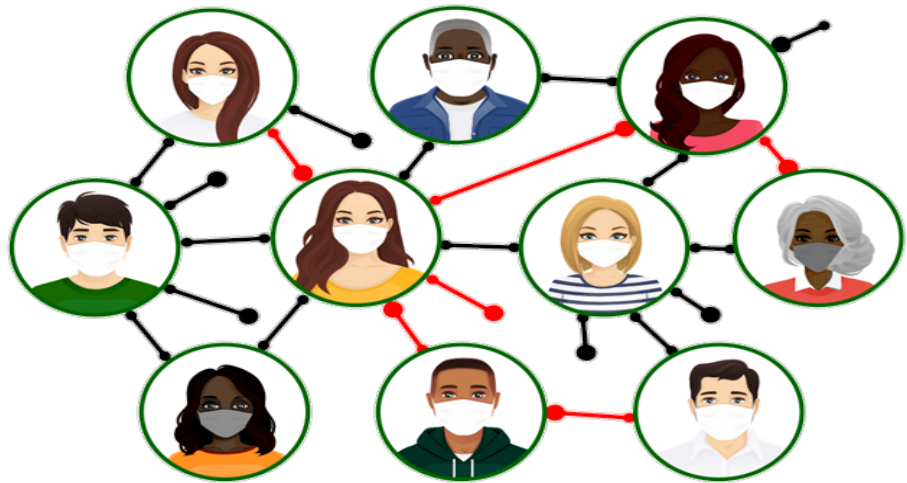


g. Winter Considerations

Cold weather is linked to a higher incidence of respiratory disease along with increased survival time of respiratory viruses such as COVID-19, influenza, and the common cold. Cold temperatures promote the opportunity for person-to-person contact due to the amount of time indoors.



- i. All common mitigation measures still apply when preparing for winter, such as: staying home when ill, social distancing, maintaining fresh air ventilation, washing hands frequently, complying with cleaning and disinfecting procedures and properly wearing masks when required.
- ii. Employees are encouraged to dress warmly to help avoid physical discomfort accompanied by open windows and electric fans. Accepting the need for ventilation is challenging when the weather is cold, but fresh air circulation remains an essential strategy to combat the risk and spread of infection.



h. Trace Team Assistance

- i. Participants of activities and classes must fill out a form with contact data so that in the event of known infection, we can facilitate the limiting of the spread of the virus.

4. PUBLISHING DATE & REVISIONS

At minimum, this guide will be reviewed on a biannual basis, but is subject to change as circumstances dictate (e.g., a second surge, local outbreak, etc.).

*** CYS has additional mitigation measures that apply to their daily operation. For additional information, please see facility manager.*

Date Published	Version	Signature Authority	Signature
10/09/2020	Version 1	Programs Director Family and MWR	
04/09/2021	Version 2	Programs Director Family and MWR	
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